

RIGHT OF WAY FORMS INDEX

Cost Estimate: Documentation of R/W Cost
Comparable Sales and Listing Data

Valuation Methods/Guidelines:

Estimate of Appraisal Calculation (Valuation Method Used when Neg. From a Data Book When Value is Less than \$15,000)

R/W Memo 03-4 (Neg. From Data Book Guidelines- Values Less than \$15,000)

R/W Memo 03-5 (Neg. From a Cost Estimate Guidelines– Values Less than \$5,000)

Offer Package: Documents Required in Negotiation Packages (Guideline)
Offer Letter When Appraised (Neg. Pkg. 1)
Uneconomic Remnant Offer Letter (Neg. Pkg. 2)
Negotiation From Cost Estimate Offer Letter
(Value Less than \$5,000) (Neg. Pkg 3)
Leased Fee Owner Offer letter (Neg. Pkg. 4)
Negotiation From Data Book (NFS) Offer Letter
(Value Less than \$15,000) (Neg. Pkg. 5)
Driveway Easement Only Notification Letter (Neg. Pkg 6)
Leasehold-Tenant Offer Letter (Neg Pkg 7)
Improvement/TF – Tenant Offer Letter (Neg. Pkg. 8)
TF (Sign Only) Offer Letter (Neg Pkg. 9)
Donation Letter/Waiver Letter (Neg. Pkg. 10)
Receipt for Brochure
Statement of Estimated Values
Incidental Payment Letter
Agreement to Purchase Real Estate

Negotiation Record

Relocation: Residential Displacee Interview Form
Commercial Displacee Interview Form

Closing Documents: Lien Release Form (When Waiving Releases on Parcels
Less than \$15,000)
Quit Claim Deeds
R/W Deed
“R” Deed
Permanent Construction/Maintenance Easement
Permanent Construction/Maintenance Easement to Include utilities
Temporary Construction Easement
Driveway Easement
Settlement and Disbursement Statement(Closing Statement)
Owners Affidavit/Seller Affidavit

Certification Forms: R/W Check List Form
R/W Certification Form